



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE TRAVEL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

TO: ALL ELECTED OFFICIALS, DEPARTMENTS, AND PRESIDENTS OF COLLEGES AND UNIVERSITIES

**FROM: MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION**

DATE: JULY 1, 2002

RE: TRAVEL POLICIES AND PROCEDURES

I am pleased to present the new travel regulations for fiscal year 2002-2003. We received input from various departments that serve as a travel committee to review the travel regulations each year.

Below is a summary of the key changes in the new travel policy.

Revisions to PPM 49:

Mileage - increased from 30 to **32 cents per mile**

Advanced Funds - 2.d - added new language for **employees who are infrequent travelers**

Advanced Funds - 2.g - added new language for **advanced lodging purchase**

This past year has been a very volatile period for the travel industry. As a result of the September 11, 2001 crisis and the airlines completely eliminating commissions paid to travel agencies, the world of travel is in a changing period. We are in the process of working with our current travel agency, Navigant International to help the State of Louisiana through this period. In addition, we are working with Navigant to develop technology upgrades that will enable state travelers to book reservations on line or allow travel agent to access Internet fares directly through their booking systems.

I believe it is in the state's best interest to exercise control over our travel program. Currently Navigant is charging a \$23 transaction fee for its part in booking airfares and managing the program.

The advantages of a centralized travel agency are:

- One phone call shops all airlines
- Value added-service offered by professional travel agents
- Assistance to process changes and/or seek refunds for cancellations
- Issue comprehensive management reports to negotiate contracts
- Safeguard for compliance of travel policy
- Exercise control of our travel program ensuring the airlines continue to offer state contracted airfares. These fares, while always are not the lowest cost, 1) are totally refundable, 2) have no cost/penalties involved for changes, and 3) the price is firm for last seat availability. The state contract airfares result in approximate \$3 million dollar savings annually.

Therefore, I am asking for each department and employee to give their support in complying with travel policy. We are moving forward with technology but must do so at a pace that guarantees we are maximizing the state's interest over-all vs. some instant savings that may be available on a one-time purchase.

Please review the following requirements:

- * All airfares must be purchased through the contracted travel agency – Navigant International
- * When contacting Navigant an employee has choices – you can either purchase the state contract rate (which is a totally refundable, last seat available ticket) or; you may purchase a lowest-logical, penalty ticket (this ticket could be at a lower cost, however generally it is not refundable.)

PLEASE REVIEW POLICY AND PROCEDURE MEMORANDUM 49 THOROUGHLY BEFORE MAKING YOUR TRAVEL ARRANGEMENTS TO ENSURE COMPLIANCE AND FOR PROPER REIMBURSEMENTS!